

**NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT**

Minutes of the May 26, 2020, ESD Board Regular Meeting

I. CALL TO ORDER

The regular business meeting was conducted via Zoom and was called to order at 12:11 pm by President Larry MacGuffie. Board members present were Susan Albert, Harlan Warner, Marcia Henkle, Mary Kunkle and Michael Musick. NCESD staff present included Superintendent Michelle Price; Assistant Superintendent Linda McKay; Director of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; Executive Director Trisha Schock and Executive Assistant Heather Small.

II. CONSENT AGENDA

\*\* It was moved by Mary Kunkle and seconded by Susan Albert to approve the Consent Agenda. Motion carried.

A. Approval of Minutes

Approved the minutes of the April 22, 2020 board meeting.

B. Approval of Financial Reports

Approved the financial reports as presented.

B. Approval of Vouchers and Payroll

Approval of vouchers and warrants

The following warrant numbers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll amount is \$973,807.49 for May payroll.

April Special Run Warrant Number 801133380 through 801133380 totaling \$3,433.70

April Month-End Warrant Number 801133381 through 801133448 totaling \$299,353.09

April Co-op Month-End Warrant Number 801133449 through 801133452 totaling \$273,113.23

March Comp Tax Sales Tax Wire Transfer 201900065 through 201900065 totaling \$306.99

May Mid-Month Warrant Number 801133453 to 801133516 totaling \$370,440.87

April Comp Tax Wire Transfer Number 201900066 totaling \$275.49

May Co-op Mid-month Warrant Register 801133517 to 801133518 totaling \$330,017.20

Void Warrant Numbers 801132898 totaling \$1,618.41

Void and Reissue Warrant Numbers 801132413 to 801133481 totaling \$405.11

NCUC Quarterly Warrant Number 801133519 totaling \$94,876.97

May Payroll amount was \$973,807.49

Warrant numbers and amount of expenses will be provided at the board meeting.

#### D. Personnel

##### New Hires

- None

##### Resignations

- Michael Nees, effective May 13, 2020
- Ami Collins, effective August 30, 2020

#### E. Travel Requests

- None

#### F. Surplus

- None

### III. NEW BUSINESS

#### A. COVID-19 Updates

Michelle shared that Grant County just entered Phase 2 approval on Saturday. Okanogan, Chelan and Douglas Counties are still in Phase 1 and are either making an application or waiting for qualification to make applications.

The numbers continue to change daily. We are meeting with Chelan-Douglas Health Department every Wednesday morning to get updates. Michelle also meets with them on Fridays. The numbers are still climbing but not at the rates they were expecting. Very few people needing to be hospitalized right now.

Cabinet is starting to look at how we re-enter and get back to work, reviewing our re-entry plan and all policies to make sure we are ready. Re-entry for each industry is very different. June 30<sup>th</sup> would be earliest ESD staff would be phasing back in based on the phase we are in now and that each phase takes 3 weeks to complete.

We continue delivering services to our districts via Zoom. Some home visits are happening with our Birth - 3 department. Fiscal is working on closing budgets and on budget development. Lake Chelan, Warden, Manson, Wenatchee, Nespalem and Grand Coulee Dam school districts have some changes with their business office staff or are needing additional supports.

On the teaching and learning side, Pete and Linda have been busy working on remote learning supports for our districts. The focus is on making sure our districts have the tools they need and are hitting the content areas.

One of the biggest concerns with our district is getting and keeping students connected, especially high school students. Palisades and Orondo are delivering packets to homes so students are receiving work. Pete has continued to work with internet service providers in the area to get services to remote or public areas so students are able to get connected to online learning.

Families are stretch with working from home, trying to pay bills, and are also finding struggle keeping up. We continue to look for ways on how to connect with those families who don't have the capacity or support to continue supporting their students.

June 8<sup>th</sup> the OSPI committee recommendation on statewide re-entry plan should be in district hands. For fall planning there will probably be 3 different phases to re-entry. Everyone is remaining cautious in moving forward in fall planning.

Social Emotional is a big concern right now. How do we help students and families navigate that and feel safe in the school environment?

There have been some conversation around year-round school.

#### B. Superintendent Evaluation

Larry, Harlan and Marcia will meet before the next board meeting to complete the evaluation on Michelle. Please let Larry know if you have any comments.

The Superintendent contract and evaluation will be on the agenda for our next board meeting.

#### C. Fiscal Report

Trisha reviewed the current financial reports with board and cabinet members.

We continue to be on essential spending only and have seen a significant savings on travel costs through the end of the year. Year to date expenditures and revenues are looking good. Revenues continue to come in as targeted.

#### D. 2020-21 Budget Introduction

Trisha reviewed the projected budget for next year with the board and shared that with a lot of unknowns for the upcoming year we continue to budget conservatively. She shared that we continue to work on new funding and grant opportunities for the coming year.

Michelle shared the process for adopting next year budget. We will provide an overview today, and then SAC has to approve the budget and bring to the board at the next board meeting, which will be a public hearing.

Again, we continue to be conservative and prepare for potential budget cuts and evaluate each position at the ESD. Travel will continue to be reduced through at least December. All conferences and professional development will be on hold unless necessary for an employee's position.

Vehicle purchases will also be on hold, unless an emergency situation arises. Technology replacement and furniture and equipment purchases will be on emergency basis only.

Essential purchases for supplies only.

Michelle recommended to the board that we freeze salary schedules this year for all staff, but that we do allocate the IPD. However, there is potential legislature could come back into session to freeze IPD.

We will also look at our communications contract and reducing to an hourly rate.

Trisha shared that the Cabinet has worked really hard to come up with a budget that allowed us to continue at our current staffing levels.

Michelle added that two district concerns are enrollment projections and transportation. Most bus drivers are in the high risk category and social distancing on a bus is difficult. This is a concern across the board for our districts. We are currently waiting on OSPI guidance on that.

We missed 3<sup>rd</sup> quarter on science kits. Looking at the fall, Linda has worked with Jason to come up with a plan to do a 2/3 billing if school is not back in session. We are looking at ways we can provide teachers with resources if the kits cannot go out in the fall, and have already had some teachers request kits so they can begin making videos for their students.

The STEM Summit has been moved to an online model this August. Pete and Linda are working hard to get everything put together. We will continue to have keynotes and the summit will now run over a two week period. We are shooting for 500 attendees this year.

Our next meeting is scheduled via for Wednesday, June 24<sup>th</sup> at noon.

The board adjourned at 12:53 pm.

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Board Chairperson

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Board Secretary